

**BIDDERS DATA SHEET**Facility Information  
06-X-38813

The bidder shall provide the following information

- 1) Indicate below if the facility is in compliance with the American Disabilities Act and/or the NJ Barrier Sub-code.

☒ American Disabilities Act☐ NJ Barrier Sub code☐ Both

- 2) Facility popular brand name: Doubletree Hotel & Executive Meeting Center

- 3) Street address: 200 Atrium Drive  
Somerset, NJ 08873

- 4) Telephone number: 732-469-2600 Facsimile number: 732-560-8043

- 5) Federal Identification Number (FEIN #): 20-2993333

- 6) Name of person to contact for this contract: Alexandra Cook

- 7) Contact telephone number: 732-509-4502 <sup>AC</sup> Facsimile number: 732-560-8043

- 8) Contact email address (optional): alexandra\_cook@hilton.com

- 9) Number of guest rooms for overnight lodging: 364

- 10) Regional location of the facility: ☐ Northern ☒ Central ☐ Southern

- 11) Provide the facility's confirmation and cancellation policy below or provide policy separately. Policy must be submitted with the bid proposal.

Cancellation Damages will be calculated as a percentage based on the date of cancellation, listed below of total anticipated gross revenues from all contracted sleeping rooms and conference packages listed on agreement.

<u>Date of signing to 90 Days in advance</u>	<u>10%</u>
<u>89 Days to 60 days in advance</u>	<u>25%</u>
<u>59 Days to 30 days in advance</u>	<u>40%</u>
<u>29 Days or less</u>	<u>60%</u>

12) Provide the procedures for requesting special dietary meals:

Hotel to be informed of any special dietary meal requirements 30 days prior to group's arrival.

#### AUDIO, VIDEO INFORMATION

- 1) Does your facility have an exclusive arrangement with an outside audiovisual contractor/equipment provider

☒ Yes

☐ No

See price list attached.

If yes the following information shall be provided:

Name of audiovisual supplier: PSAV- Presentation Services

Address of supplier: 111 West Ocean Blvd. # 1110

Long Beach, CA 90802

Supplier's Federal Identification Number (FEIN): 13-4024666

Suppliers telephone Number: 732-469-2600 Facsimile Number: 732-560-8043

Name of supplier's contact person: Miguel Concepcion - Assistant Director

The bidder shall provide with the bid proposal all pricing for audiovisual services. These prices shall be firm through the term of the contract. If no prices for audiovisual services are submitted with the bid proposal and is offered to the State it will be at no cost to the State.

# AUDIOVISUAL PRICELIST

**P/Day**

## SCREEN PACKAGES (include power)

Screen Package 1 to 50 people	\$55.00
Screen Package 51 or more	\$115.00
6 x 8 Fast Fold Screen Package *	\$190.00
7.5 x 10 Fast Fold Screen Package *	\$215.00
9 x 12 Fast Fold Screen Package *	\$265.00
10.5 x 14 Fast Fold Screen Package *	\$315.00

\*Dress Kit Included

## SOUND SYSTEMS

Mini Sound System (1 small speaker for Parlor or EMC meeting room)	\$139.00
Small Sound System (2 small speakers for meeting room or Mirabelle's)	\$199.00
Basic Sound System (1 large speaker for one section of ballroom)	\$199.00
Standard Sound System (2 large speakers for two sections of ballroom)	\$299.00
Ballroom Sound System (4 large speakers for the Grand Ballroom)	\$449.00
Grand Sound System (Upgraded superior sound system for large events)	Call
<i>(All sound system packages include a wired microphone and mixer)</i>	

## SPEAKERS

Small Power Speaker	\$65.00
Large Power Speaker	\$100.00
Full Range Speaker (must be use with amplifier at additional cost)	Call for \$

## Audio Sources

Mono Cassette Deck	\$45.00
Stereo CD Player	\$60.00
Stereo Boom Box	\$45.00

## MIXERS / AMPLIFIERS

4 Channel Mono Mixer	\$40.00
8 Channel Stereo Mixer	\$125.00
12 Channel Stereo Mixer	\$150.00
1200 Watts Stereo Amplifier	\$100.00

## MICROPHONES

Wired Dynamic Microphone	\$30.00
Table Top Microphone	\$30.00
PZM Microphone	\$40.00
Wireless Microphone (Lav or HH )	\$150.00

## **VIDEO - DATA - PROJECTORS**

VHS VCR and MONITOR Package	\$199.00
VIDEO CAMCORDER Package (include tripod)	\$149.00
Mini Digital Video Camera Package (include tripod)	\$225.00
19" TV/VHS Combo unit	\$95.00
27" Video Monitor	\$125.00
VHS Player/Recorder	\$75.00
DVD Player	\$90.00
Standard Overhead Projector	\$60.00
High Intensity Overhead	\$145.00
35 mm Slide Projector w/remote control	\$125.00
Small LCD Projector (value line)	\$250.00
Meeting Room LCD Projector (Standard meeting room)	\$500.00
Ballroom LCD Projector (Used for 2 or more sections of Ballroom)	\$750.00
Event LCD Projector	\$950.00
42" Plasma Monitor	\$525.00
50" Plasma Monitor	\$725.00

## **COMPUTERS & ACCESSORIES**

Computer Laptop	\$225.00
Wireless Mouse (Power Point Presentation)	\$35.00
Standard Wired Mouse	\$15.00
Laser Pointer	\$25.00

## **LIGHTING**

Followspot Light	\$125.00
Drape/Wall Uplighting	\$45.00
Stage Wash	Call

## **OTHERS**

Conference Speakerphone (Polycom)	\$75.00
Black Drape (per foot)	\$13.00
Motorola 2 Way Radio	\$50.00
Flip Chart Package (Includes Pad and Markers) "Post It Pad on request"	\$42.00
Poster Easel	\$15.00

## **LABOR CHARGES**

Set and/or Strike	\$50/hour
In Room Tech (4 hours minimum)	\$75/hour

Standard tech times are from 7am-5pm Mon-Fri, (Weekend and Evenings are subject to a time and a half rate.)

**THIS IS ONLY A PARTIAL LISTING OF OUR EQUIPMENT  
PLEASE CALL IF YOU HAVE ANY QUESTIONS!!!**

**PRICING AND SUPPORTING DETAILS TO BE COMPLETED BY THE BIDDER**

**CONFERENCE, BANQUET, AND HOTEL FACILITY RENTAL**

Bid Number 06-X-38813

**Food Services Charges**

Refer to RFP Section 3.0 (Scope of Work) for requirements. The bidder shall provide the following food services charges:

Descriptions	Hours of Operation	Year 1	Year 2
Continental Breakfast		\$ 7.50	\$ 7.95
Plated Breakfast		\$ 9.50	\$ 9.95
Buffet Breakfast		\$ 11.50	\$ 11.95
AM Break		\$ 7.50	\$ 7.95
Plated Lunch		\$ 17.50	\$ 17.95
Buffet Lunch		\$ 19.50	\$ 19.95
Box Lunch		\$ 15.50	\$ 15.95
PM Break		\$ 7.50	\$ 7.95
Plated Dinner		\$ 21.50	\$ 21.95
Buffet Dinner		\$ 23.50	\$ 23.95
Snack Only	(H)	\$ 5.50	\$ 5.95
Evening Reception		\$ 12.50	\$ 12.95
Gratuity and/or services charge rate	N/A	20 %	20 %

**Package Charge Rates**

The bidder may provide an alternate package pricing structure in the form of package rates. These charges, which are billed on a per person, per day basis are all inclusive of the following services required by the State for an event.

- ☐ Food (breakfast, AM break, lunch, PM break and dinner)
- ☐ Lodging
- ☐ Meeting rooms (all inclusive)
- ☐ Breakout rooms

If using the package price structure, the bidder must provide the following half day and full day per person package rate and the services charge (a.k.a. gratuity) rate must be enter below.



Package Charge Rates	Year 1	Year 2
Half day package rates	\$ 59.00	\$ 62.00
Full day package rates	\$ 89.00	\$ 94.00
Gratuity and/or services charge rate	included %	included %

### Half Day Meeting Room Rates

The bidder shall provide the required information for the following half day meeting room rates. The bidder may attach this information but it must be indicate in the following.

Seating Style	Room Name	Seating Capacity	Year 1	Year 2
Banquet	Ballroom	(see chart attached)	\$ 4,000	\$ 4,000
Classroom	1 sec. of Ballroom	for all seating capacities	\$ 1,500	\$ 1,500
Crescent Rounds	Double Parlor		\$ 400	\$ 400
Conference	Single Parlor		\$ 200	\$ 200
Theater			\$ _____	\$ _____
U-shape			\$ _____	\$ _____
Other			\$ _____	\$ _____

### Full Day Meet Room Rates

The bidder shall provide the following full day meeting room rates. The bidder may attach this information but it must be indicate in the following.

Seating Style	Room Name	Seating Capacity	Year 1	Year 2
Banquet	Ballroom	(see chart attached) for all seating capacities	\$ 7,500	\$ 7,500
Classroom	1 sec. of Ballroom		\$ 2,500	\$ 2,500
Crescent Rounds	Double Parlor		\$ 750	\$ 750
Conference	Single Parlor		\$ 375	\$ 375
U-shape			\$ _____	\$ _____
Other			\$ _____	\$ _____

### Breakout Room Rates

The bidder shall provide following breakout room rates. These rooms shall be separate from the meeting rooms.

The bidder may attach this information but it must be indicate in the following.

	Year 1	Year 2
Half Day Breakout Room Rates	\$ 100	\$ 100
Full Day Breakout Room Rates	\$ 150	\$ 150

### Exhibit Charges

The bidder shall provide exhibit charges below.

	Year 1	Year 2
Exhibit Table Space Rental	\$ 50	\$ 50
Exhibit Table Electric Charges	\$ 20	\$ 20

The bidder shall submit all pricing with the bid proposal by completing the price sheets or the bidder may attach all applicable price lists. If the bidders submit attached pricing information it shall meet all the requirements of the bid proposal.